

**Submitted:** 3/29/2012  
**Jurisdiction:** City of Frederick  
**Agency:** Police Department  
**Division/Unit:**

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 296  
**MSA ID:** SE55-2412  
**Page:** 1 of 2

## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Applications - civilian and police for jobs of a permanent nature retain 2 years then destroy (49th Academy Selection process end date 12/18/2006)	M163	27	2006	4 cu ft.	03/29/2012	shred
2	Selection process logs - academy, initial contacts, tests, scores, interviews, status of steps- for jobs of a permanent nature retain 2 years then destroy (49th Academy Selection process end date 12/18/2006)	M163	32	2006	4 cu ft.	03/29/2012	shred
3	Applications - civilian and police for jobs of a permanent nature retain 2 years then destroy (50th Academy Selection process end date 10/22/2007)	M163	27	2007	4 cu ft.	03/29/2012	shred
4	Selection process logs - academy, initial contacts, tests, scores, interviews, status of steps- for jobs of a permanent nature retain 2 years then destroy (50th Academy Selection process end date 10/22/2007)	M163	32	2007	4 cu ft.	03/29/2012	shred
5	Applications - civilian and police for jobs of a permanent nature retain 2 years then destroy (51ST Academy Selection process end date 10/24/2008)	M163	27	2008	4 cu ft.	03/29/2012	shred

### Destruction Certification

Dana Kelly

**Signature**

Supervisor of Records and Agency Accreditation

**Title**

3/29/2012

**Date**

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6	Selection process logs - academy, initial contacts, tests, scores, interviews, status of steps- for jobs of a permanent nature retain 2 years then destroy (51ST Academy Selection process end date 10/24/2008)	M163	32	2008	4 cu ft.	03/29/2012	shred
7	Medical Files - Retain for 30 years after termination then destroy	M163	28	5/8/05 - 10/3/81	2 cu ft.	03/29/2012	shred
8	Municipal Infractions	M167	33	1997 - 2008	0.25 cu ft.	03/29/2012	shred
9	Transmittals- citations	M167	30	1997-2008	0.15 cu ft.	03/29/2012	shred

### Destruction Certification

Dana Kelly

**Signature**

Supervisor of Records and Agency Accreditation

**Title**

3/29/2012

**Date**